

**SECRET**

Approved For Release 2006/11/18 : CIA-RDP75-00399R000100070127-0

## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)  
CAPER - List H - Status of Other Cases in Process in Preliminary Review

2. TYPE OF REPORT	STATISTICAL
	NARRATIVE
	<input checked="" type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING
	LOGISTICS	<input checked="" type="checkbox"/> SECURITY
	MEDICAL	FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED  
1--on 20th of month  
4--at end of month

5. FREQUENCY (weekly, monthly, quarterly, etc.)  
twice each month

6. DISTRIBUTION (No. of components not number of copies)  
1--on 20th of the month  
4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)  
Computer Print-Out

8. ADP PROCESSING  
☒ YES IF YES GIVE ADP PROCESSING NO.  
NO 580

9. DIRECTIVE AUTHORITY REQUIRING REPORT  
(basic policy statement)  
25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS  
OS/SR & CD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Punched Cards (SR & CD)

### 12. COST FACTORS

#### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH						
	389		.05		19.45		12		350.10

#### B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE			
3 (Single Copy)	.05	.15	24	3.60
12 (Multicopy)	.03	.36	24	8.64

TOTAL COSTS PER YEAR \$362.34

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Other Cases pending in preliminary review, with date each case opened in preliminary review processing. List is used to validate manual records and vise versa.

### 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.
<input type="checkbox"/> CHANGE	
<input type="checkbox"/> DISCONTINUE	

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
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16. DATE OF INVENTORY  
8 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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